RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 182 No.

Agency

St.Mary's County

Division

Office on Aging -In-Home Services

Item No.	Description	Retention
1.	In-Home Service Aide Reporting Forms	
	Tally sheet forms used by Adies to report daily service activities to clients. Each form summarizes a month's service for one client. Forms are used to compile units of service for quarterly reports.	Retain 1 year, then destroy.
2.	Time Sheets	
	Copies of time sheets for Senior Aides. Time sheets are filled out by the aides, reviewed by supervisor and signed by aides. Originals sent to State Office; copies held in local office for reference.	Retain 3 years. Retain current year and 1 year prior in office, then transfer to County Records Center and Archives.to be held for 2 years then destroy.
3.	Administrative Files	then descroy.
	Copies of grants, budget printouts, printed reference and promotional materials, correspondence blank forms copies of personnel files (originals with State Office) and worksheets for reports.	Retain l year or until administrative value ceases, then destroy.
4.	Log-in Sheets	
	Phone log for client messages. Entries contain name of caller, message and aide relayed to. Information was included in units of service for quarterly reports.	Retain 1 year, then destroy.
5.	Senior Coordinated Community Care-Client Files Active (Gateway II)	
	Folders on active clients containing STEPS evaluations (done by Health Department), intake forms, income criteria information.	Retain in office until transferred to inactive file (see item 6).
6.	Senior Coordinated Community Care - Clients Files- Inactive (Gateway II)	•
	Client folders containing STEPS evaluations, eligibility forms and personal history forms for former participants in program.	Retain 7 years after death of client. Retain 1 year in office, then transfer to Cou Records Center and Archives.

Schedule approved by Department, Agency, or Division Representative

Bernie C. Smith, Weput Director Long Jern Poré Signature Title Date 9-7-89

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation sheet)

No. C-647
Page
No. 2662

· .	•		No. 2062
	Item No.	Description	Retention
	7.	Senior Coordinated Community CareAdministrative	
		Copies of line-item expenditures, intake forms, fiscal worksheets, contracts and invoices related to Senior Coordinated Community Care program. All of the fiscal information is non-record copies.	Retain for l year or until administrative value ceases then destroy.
	8.	Lifeline Services	
		Printed materials, promotional materials, monthly monitor reports. All bills related to monthly reports filed with Fiscal division, reports contain notices of any problems.	Retain printed materials until superceded or until administrative value ceases then destroy. Retain monthly reports for 1 year, then destroy.
	9.	Respite Care Program	·
		Files of applications of Respite Care Program workers and references. The Respite Care Program was transferred to Department of Social Services and names of workers given to the Dept.	Retain l year from date of last application, then destroy.
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	ARATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD H RECORDS RETENTION SCHEDULE RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		C647 AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 1 OF 5	
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Office on Agin	g	In-Home Services	
		OB NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Respite Care Program			Inactive TO	
· · · · · · · · · · · · · · · · · · ·	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
Files of applications of respite care workers and references. The Respite Care Program was transferred to Department of Social Services and names of workers given to that department.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	3 SEQUENCE	9. VOLUME_	
LETTER SIZE D MICROFILM	XX ALPHABETIC	CAL	© K FILE DRAWER(S) □ MICROFILM REEL(S)	
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BOUND BOOK DEFLOPPY DISK	CHRONOLOG	I CAL	NUMBER OTHER (SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	:IFY)	FILE DRAWER(S)	
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D DAILY D WEEKLY	□ MONTHLY	transfer D	MONTH(S) DYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Garvey Center - In-Home Services office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES BXNO		
15. ACCESS RESTRICTIONS XXE YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS ©XNONE D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES TO NO		18. RECOMMENDED RETENTION Retain 1 year after last application filed, then destroy.		
				19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist (301) 475-7844 21. DATE

9/7/89

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

PAGE 2 OF 9

DEFARTMENT / AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

In-Home Services

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

In-Home Services Aide Reporting Forms

5. EARLIEST YEAR/LATEST YEAR 12/86 **TO** 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE BERTES

Tally sheet forms used by Senior Aides to report daily service activities to clients. Each form summarizes a month's service for one client. Forms are used to compile units of service for quarterly reports.

7. RECORD SERIES FORMAT(S)

A LETTER SIZE D MICROFILM

□ LEGAL SIZE □ COMPUTER TAPE

BOUND BOOK DIFLOPPY DISK

□ AUDIO TAPE □ VIDEO TAPE

OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

D ALPHABETICAL

□ NUMERICAL

XX CHRONOLOGICAL

☐ GEOGRAPHICAL

OTHER(SPECIFY)

9. VOLUME

县 FILE DRAWER(S)

D MICROFILM REEL(S) COMPUTER TAPE(S)

NUMBER | OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

XX FILE DRAWER(S)

□ MICROFILM REEL(S)

NUMBER COMPUTER TAPE(S)

OTHER(SPECIFY)

11. FILE IS USED

DAILY

O WEEKLY

XD MONTHLY

12. FILE BECOMES INACTIVE AFTER XE MONTH(S)

NUMBER

□ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - In-Home services office

14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) TYES XX NO

15. ACCESS RESTRICTIONS **EXYES** D NO (IF YES, CITE LAW(S) & REGULATION(S)

MD Annotated Code, State Government §10-616c

16. AUDIT REQUIREMENTS

MXNONE D STATE D FEDERAL D INDEPENDENT

17. IS AN INDEX SYSTEM USED! (IF YES EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE

□ YES 🤼 NO

18. RECOMMENDED RETENTION

Retain 1 year, then destroy.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER (301) 475-7844

21. DATE 9/7/89

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 3 OF 9 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT/AGENCY 2. DIVISION 3. UNIT St. Mary's County Office on Aging. In-Home Services DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR Time Sheets - Senior Aides __1986-**TO** _1989_ 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Copies of time sheets for Senior aides. Time sheets are filled out by the Aides, reviewed by supervisor and signed. Originals are sent to State Office; copies held in local office. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME XID FILE DRAWER(S) XX LETTER SIZE D MICROFILM □ ALPHABETICAL D MICROFILM REEL(S) LEGAL SIZE COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) XXX CHRONOLOGICAL BOUND BOOK D FLOPPY DISK AUDIO TAPE D VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) □ MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) OTHER(SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER DAILY D MONTH(S) O WEEKLY 5 MONTHLY XXYEAR(S) NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) Garvey Center - In-Home Services Office TYES D NO State Office on Aging 15. ACCESS RESTRICTIONS XX YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) NONE D STATE D FEDERAL D INDEPENDENT MD Annotated Code, State Gov. \$10-616h 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE

Jan Blodgett/County Archivist

TYES NO

20. TELEPHONE NUMBER

(301) 475–7844

21. DATE

1 year prior in office, then transfer to

County Records Center and Archives.

9/7/89

Retain 3 years. Retain current year and

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1) DEFARTMENT OF G RECORDS MANAGE 7275 WATE P.O. B		MENT DIVISION	AGENCY RECORDS INVENTURY PAGE 4 OF 9	
DEFARTMENT / AGENCY				
St. Mary's County	2. DIVISION Office on Aging		In-Home Services	
	<u> </u>	,	AND USED AS A UNIT FOR	
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4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Administrative Files			_1986_ TO _1989	
*	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
Copies of grants, budget printou and quick reference. Also inclu (Originals with State Office) an	ides corresponden	ce, blank forms,		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
XX LETTER SIZE D MICROFILM	XS ALPHABETIC	CAL	x File Drawer(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S)	
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AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION XX FILE DRAWER(S)	
OTHER(SPECIFY)	OTHER(SPE	CIFY)		
	-		MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
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13. CURRENT LOCATION(S) (BLDG.,FI	OOR . ROOM)		ERIES DUPLICATED ELSEWHERE?	
Garvey Center - In-Home Services office		(IF YES, SPECIFY AGENCY OR OFFICE) THE SOLO		
15. ACCESS RESTRICTIONS THE YES XENO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED! (IP	YES, EXPLAIN			
BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)			ar or until administrative ed.	
NAME AND TITLE OF				
Jan Blodgett/County Archivist	20. TELEPHONE N		21. DATE 9/7/89	

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1) DEFARTMENT/AGENCY	DEFARTMENT OF GI RECORDS MANAGEJ 7278 WATEI P.O. BO JESSUP, MARY 2. DIVISION	MENT DIVISION RLOO ROAD DX 278 YLAND 20794	C647 AGENCY RECORDS INVENTURY PAGE 5 OF 9 3. UNIT		
		S NORMALLY FILED	In-Home Services AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	CE AS WELL AS RET	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR		
Log-In Sheets			то1987		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Phone log for client messages. Entries contain name of caller, message and aide message relayed to. Information was included in units of service for quarterly reports.					
7. RECORD SERIES FORMAT(S) XIX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL XX CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME XX FILE DRAWER(S) MICROFILM REEL(S) 1 COMPUTER TAPE(S) NUMBER DOTHER(SPECIFY)		
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Garvey Center - In-home Services office 15. ACCESS RESTRICTIONS TYPES SENO (IF YES, CITE LAW(8) & REGULATION(8)		(IF YES, SPECIFY AGENCY OR OFFICE) O YES © NO 16. AUDIT REQUIREMENTS X® NONE O STATE OFEDERAL OINDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) PYES IN NO		18. RECOMMENDED RETENTION Retain 1 year, then destroy.			
Jan Blodgett/County Archivist (301) 475-7844			21. DATE 9/7/89		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		C647 AGENCY RECORDS INVENTURY PAGE 6 OF 9	
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Office of Agi	ing	In-Home Services	
DELINITION MECOND DEKIED.			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Senior Coordinated Community Ca	re (Gateway II) -		8. EARLIEST YEAR/LATEST YEAR active TO inactive	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Folders on active clients containing STEPS evaluation, intake form, income criteria information.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME EXFILE DRAWER(S)	
XX LETTER SIZE D MICROFILM	- ALPHABETIC	CAL		
□ LEGAL SIZE □ COMPUTER TAPE	^{YX} NUMERICAL		2	
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OTHER(SPECIFY)	OTHER(SPECIFY)		A FILE DRAWER(S) (" MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)	
DAILY WEEKLY	ж монтн г ү	12. FILE BECOME clients leaved	S INACTIVE AFTER	
13. CURRENT LOCATION(S) (BLDG.,FL Garvey Center - In-Home Service		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 1 YES 14 NO		
15. ACCESS RESTRICTIONS YE YES ONO (IF YES, CITE LAW(S) & REGULATION(S) MD Annotated Code State Gov. \$10-616c		16. AUDIT REQUIREMENTS SENONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES ⊠ NO		Retain in inactive	office until transferred to files.	
19. NAME AND TITLE OF PREPARER	19. NAME AND TITLE OF PREPARER 20. TELEPHONE N		21. DATE	
Jan Blodgett/County Archivist (301) 475-7844		4	9/7/89	

C647 INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 7 OF 9 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT / AGENCY 2. DIVISION 3. UNIT Office on Aging In-Home Services St. Mary's County DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR inactive_ TO ____ Senior Coordinated Community Care - Client Folders 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Client folders for deceased clients containing STEPS evaluation, eligibility form, and personal history cards. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 本 FILE DRAWER(S) □ LETTER SIZE □ MICROFILM X ALPHABETICAL □ MICROFILM REEL(S) RIXLEGAL SIZE COMPUTER TAPE □ NUMERICAL O COMPUTER TAPE(S) NUMBER | OTHER (SPECIFY) BOUND BOOK DIFLOPPY DISK □ CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) ** FILE DRAWER(S) □ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER DAILY D MONTH(S) YEAR(S) O WEEKLY MONTHLY NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) Garvey Center - In-Home Services office TYES RIXNO 15. ACCESS RESTRICTIONS _XQ_XYES D NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) EXNONE O STATE O FEDERAL O INDEPENDENT MD Annotated Code State Gov. \$10-616c 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE) Retain 7 years after death of client. TYES TO NO Retain 1 year in office, then transfer to County Records Center and Archives.

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

9/7/89

9. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	ATE FORM FOR EACH NEW OR ED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE 550-1) RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 8 OF 9		
DEFARTMENT/AGENCY			3. UNIT		
St. Mary's County	Office on	Aging	In-Home Services		
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	B NORMALLY FILED	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	E AS WELL AS RETE	INTION AND DISPOS			
Senior Coordinated Community Car	co - Administrati	vo filos	5. EARLIEST YEAR/LATEST YEAR 1986 TO 1989		
					
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Copies of line-item expenditures, intake forms/applications, fiscal worksheets, contracts and invoices related to Senior Coordinated Community Care program. All of the fiscal information is duplicated and the record copies held by the Finance Division of the Office on Aging. These files used for director's backup and reference.					
7. RECORD SERIES FORMAT(S) D LETTER SIZE D MICROFILM EXCLEGAL SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE XX ALPHABETICAL DINUMERICAL CHRONOLOGICAL		9. VOLUME XX FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)		
O AUDIO TAPE O VIDEO TAPE	GEOGRAPHICAL COTHER(SPECIFY)		10. ANNUAL ACCUMULATION **EX* FILE DRAWER(S) 6"		
11. FILE IS USED DAILY WEEKLY	I 1		S INACTIVE AFTER WONTH(S) XX YEAR(S)		
Garvey Center - In-Home Service	•		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OF OFFICE) Finance Division/Office on Aging		
15. ACCESS RESTRICTIONS TYES (IF YES, CITE LAB(S) & REGULAT	5 XR NO гіон(s)	16. AUDIT REQUIREMENTS XXXNONE - STATE - FEDERAL - INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION		
□ YES □XX NO		Retain l ye value cease			
19. NAME AND TITLE OF PREPARER	20 -		,;f *		
Jan Blodgett/County Archivist	20. TELEPHONE N (301) 475-7844		21. DATE 9/7/89		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50.1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 9 OF 9		
DEPARTMENT / AGENCY	2. DIVISION		3. UNIT		
St. Mary's County	Office on	Aging	In-Home Services		
			AND USED AS A UNIT FOR		
	E AS WELL AS RETE	INTION AND DISPOS	•		
4. RECORD SERIES TITLE Lifeline Service			8. EARLIEST YEAR/LATEST YEAR aotivo TO inactive		
. Martin de la companya de la compa	EFLY DESCRIBE THE	TYPES OF INFORM			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Printed materials, promotional materials, monthly monitor reports. All bills related to monthly reports filed with fiscal division, reports contain notices of any problems with the system.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	3 SEQUENCE	9. VOLUME		
LETTER SIZE D MICROFILM	T _X ALPHABET I	:AL	G FILE DRAWER(S)		
SXLEGAL SIZE COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)		
BOUND BOOK D FLOPPY DISK	□ CHRONOLOGI	CAL	NUMBER OTHER(SPECIFY)		
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPECIFY)		** FILE DRAWER(S) 4"		
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER		
O DAILY O WEEKLY	XX MONTHLY	 	MONTH(S) XX YEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FL		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) PYES XX NO			
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(8) & REGULAT	***	16. AUDIT REQUIREMENTS REXNONE - STATE - FEDERAL - INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) TYES XX NO		Retain printed material until superceded or administrative value ceases. Retain monthly monitoring reports for 1 year, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE		
Jan Blodgett/County Archivist (301) 475-7844			9/7/89		